GENERAL INFORMATION

ADVERTISING
We seek your assistance to help disseminate information about the RSF to your networks. In this regard, we will provide advertising materials to participating units for dissemination including email language, digital signage, social media posts, and flyers.

EVENT PARKING
Parking enforcement will be waived in Lot 55 (Hancher Lot) starting at 11:30am and will be waived for the remainder of the day.

POWER
Access to power is limited in Hancher. However, we will strive to provide access, as needed. *Please note: we may not be able to accommodate all requests.*

SETUP AND TEAR DOWN
You may begin setting up at 11:30am and tear down should be complete by 5:30pm.

TABLE DISPLAYS AND INFORMATIONAL MATERIALS
Your assigned table will have a placard displaying your unit name and table number. You will be assigned either 3’ or 6’ of table space. You are free to use the area above and behind your assigned table space in any fashion as you please (e.g., set up displays, brochures, flyers, etc.). *Please note: Stands for displaying academic posters will not be provided.*

TABLE SHARING
Due to the demand for vendor tables, some units may need to share a 6’ table (3’ for each unit) during the event. *Please note: we may not be able to accommodate all requests.*

TABLE STAFFING
To ensure participant access to each vendor table, we ask that units limit table staff to two persons at any given time.

TARGET AUDIENCE
Researchers (i.e., faculty, staff, post-docs, and students) and research support staff of all levels.

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